



## **DTMB Central Procurement Process – Request for Proposal (RFP) Transparency and Control Measures**

**RFP Requirements and Scoring Criteria Publicly Posted** - *These measures ensure all suppliers are scored fairly with up front knowledge of the factors being considered, scored and how they will be weighed in the scoring.*

- Solicitation instructions are required to detail how various sections of the Request for Proposal (RFP) will be scored and detail any mandatory minimums.
- The RFP schedules and instructions are required to detail what responses are necessary from suppliers.
- The RFP is required to be publicly posted. RFPs are posted on SIGMA VSS where any supplier may register, view the proposal, and submit a bid.

**Communication to Bidders** – *All communication goes to all bidders, preventing some from receiving information for a bid that other bidders would not.*

- As part of the solicitation instructions, bidders are required to direct all communications to the single point of contact, the Solicitation Manager, during the solicitation period.
- Responses to a supplier inquiry or comment during the solicitation phase are publicly posted
- Written answers by the State are required to become an official part of the solicitation process.

**RFP Question and Answer Period** – *RFP's have at least one Q and A period, where any interested party, bidder or non-bidder, can submit a question. All questions and answers are publicly posted.*

- Following the posting of a solicitation, interested parties may submit questions to the solicitation manager. These questions are aggregated, answered by the State and identifying information is removed from the questions before they are posted publicly as part of the solicitation. The State is required to answer all questions submitted during this phase and post them publicly as part of the RFP.
- If any of the State answers require a revision to the solicitation, the revision shall act as an addendum to the original solicitation and will be publicly posted.

**Joint Evaluation Committee (JEC)** – *The JEC evaluates bids and scores by consensus according to the scoring rubric outlined in the RFP.*

- Joint Evaluation Committees (JECs) are used to evaluate bids. The JEC is comprised of subject matter experts, procurement professionals, the solicitation manager and end-users.
- Prior to evaluation, the solicitation manager is required to obtain a signed Code of Conduct form from all individuals participating in the evaluation, and award process. This signed form certifies the evaluator does not have a conflict of interest and will evaluate fairly.
- In the JEC, evaluators discuss and score the bidders' responses based on the scoring criteria stated in the solicitation instructions.
- The findings and scores for all bidders the JEC evaluated are required to be recorded in a bid synopsis and publicly posted.

**Supplier Debrief** – *After the award, any bidder can request and receive a debrief to review their scores and the reasons for the score they received.*

- DTMB is required offer a supplier debrief after an award recommendation is made. A supplier debrief is a meeting intended to provide the State with an opportunity to explain the bid synopsis to the supplier, provide feedback to the supplier on how to strengthen future proposals, and answer supplier questions related to the award.

**Protest Period** – *Bidders have the option to protest the award recommendation.*

- Bidders submitting a proposal may submit a written notice of protest within a pre-defined period (detailed in the solicitation instructions) following the posting of the award.
- These protests are investigated by the Supplier Relationship Management division which is organizationally separate from the Sourcing Division. Any resolution affecting the award will result in a revised award document posted publicly. Any findings regarding the protest are required to be communicated to the protestor in writing.

**State Administrative Board** – *State Administrative Board (Ad Board), must approve the award recommendation before a contract is executed.*

- The Ad Board is statutorily required to consist of representatives for the Governor, Lieutenant Governor, Secretary of State, Attorney General, State Treasurer, Superintendent of Public Instruction and the Director of the Department of Transportation.
- The Ad Board must approve all contract awards or changes over \$500,000.
- A bid summary is provided to the Ad Board for review 3 weeks prior to the meeting where approvals take place.